

Personal Information Employee

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MAIN MENU

Welcome, Michelle D. Spencer, to Banner Self-Service! Last web access on Jun 14, 2006 at 11:00 am

[Personal Information](#)

Change Banner Self-Service information, and respond to a survey.

[Employee Information](#)

Time sheet, time off, benefits, leave or job data, paystubs, W2 and W4 data.

[Banner Self-Service Training](#)

Self-Study training available for Banner Self-Service.

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EMPLOYEE

[Time Sheet](#)

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information and W2 Form

[Jobs Summary](#)

[Leave Balances](#)

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BENEFITS AND DEDUCTIONS

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Miscellaneous

Select Add a New Benefit or Deduction to add a new record.

Annual Giving - Unrestricted Gift
 Benefit or Deduction as of date: Jun 19, 2006
 Status of Benefit or Deduction: Active
 Start Date: Jun 16, 2006
 End Date: Jun 30, 2006
 Per Pay Deduction Amount: 41.67
 Annual Deduction Amount: [[History](#) | [Update](#)]

Dickinson Paid Life Insurance
 Benefit or Deduction as of date: Jun 19, 2006
 Status of Benefit or Deduction: Active
 Start Date: Jul 01, 2005
 End Date:
 Total Coverage Amt: 121,000.00
 Total Premium Amt: 21.78
 Total EE Contribution: .00
 Total Tax Premium Amt: 6.39 [[History](#) | [Contributions or Deductions](#)]

TIAA-CREF Roth IRA
 Benefit or Deduction as of date: Jun 19, 2006
 Status of Benefit or Deduction: Active
 Start Date: Jul 01, 2005
 End Date:
 Per Pay Deduction Amount: 41.67
 Annual Deduction Amount: [[History](#) | [Update](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)]

[[Retirement Plans](#) | [Health Benefits](#) | [Flexible Spending Accounts](#) | [Open Enrollment](#) | [Dependent Information](#) | [Benefit Statement](#)]
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UPDATE AN EXISTING DEDUCTION

- Annual Giving contributions have an end date of June 30 each year.
- Through Banner Self-Service, you may update an existing gift prior to the End Date by clicking the **Update** link directly underneath that pledge.

BANNER SELF-SERVICE

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Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the values. Select Delete, if available, to remove the record.

* - indicates a required field.

Annual Giving - Unrestricted Gift
 Deduction Effective as of: Jun 30, 2006
 Status: Inactive
 Effective Date of Change MM/DD/YYYY: * 06/30/2006
 Note: Effective Date must be after Jun 15, 2006 the latest date of all changes you have submitted.
 Per Pay Deduction Amount 999,999.99 : * 41.67
 Delete this change:
 Note: If you have altered any values on this page you will not be able to delete this record.

[[Miscellaneous](#)]

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The existing deduction will have an inactive status as of June 30.

BANNER SELF-SERVICE

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Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the values. Select Delete, if available, to remove the record.

* - indicates a required field.

Annual Giving - Unrestricted Gift

Deduction Effective as of:
Status: Jul 01, 2006
Active
07/01/2006

Effective Date of Change MM/DD/YYYY: *
Note: Effective Date must be after Jun 15, 2006 the latest date of all changes you have submitted.

Per Pay Deduction Amount 999,999.99 : * 41.67

Delete this change:
Note: If you have altered any values on this page you will not be able to delete this record.

[Miscellaneous]

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- Change the status to **Active** by clicking on the drop down box.
- Either change the **Per Pay Deduction Amount** or leave it the same.
- Click the **Submit Changes** link.

DICKINSON COLLEGE

BANNER SELF-SERVICE

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Miscellaneous Benefit Update Confirmation

The updates you requested were successfully processed.

Update has been successful.

[Miscellaneous]

[Benefits and Deductions Menu | Employee Main Menu | Main Menu]

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[[History](#) | [Update](#)]

Annual Giving - Friends of the Trout Gallery

Benefit or Deduction as of date: Jun 19, 2006
Status of Benefit or Deduction: Not Yet in Effect
Start Date: Jul 01, 2006
End Date:
Per Pay Deduction Amount: 50.00
Annual Deduction Amount:

[[History](#) | [Update](#)]

Annual Giving - Unrestricted Gift

Benefit or Deduction as of date: Jun 19, 2006
Status of Benefit or Deduction: Active
Start Date: Jun 16, 2006
End Date:
Per Pay Deduction Amount: 41.67
Annual Deduction Amount:

The **End Date** for the deduction has been removed. It will be updated by the Payroll Office to reflect a June 30, 2007 End Date.

[[History](#) | [Update](#)]

Dickinson Paid Life Insurance

Benefit or Deduction as of date: Jun 19, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2005
End Date:
Total Coverage Amt: 121,000.00
Total Premium Amt: 21.78

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Miscellaneous

Select Add a New Benefit or Deduction to add a new record.

Annual Giving - Unrestricted Gift

Benefit or Deduction as of date: Jun 19, 2006
Status of Benefit or Deduction: Active
Start Date: Jun 16, 2006
End Date: Jun 30, 2006
Per Pay Deduction Amount: 41.67
Annual Deduction Amount:

[[History](#) | [Update](#)]

Dickinson Paid Life Insurance

Benefit or Deduction as of date: Jun 19, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2005
End Date:
Total Coverage Amt: 121,000.00
Total Premium Amt: 21.78
Total EE Contribution: .00
Total Tax Premium Amt: 6.39

[[History](#) | [Contributions or Deductions](#)]

TIAA-CREF Roth IRA

Benefit or Deduction as of date: Jun 19, 2006
Status of Benefit or Deduction: Active
Start Date: Jul 01, 2005
End Date:
Per Pay Deduction Amount: 41.67
Annual Deduction Amount:

[[History](#) | [Update](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)]

ADD A NEW DEDUCTION
Through Banner Self-Service, you may add a new gift at any time by clicking the **Add a New Benefit or Deduction** link at the bottom of the *Miscellaneous* page.

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Add a New Benefit or Deduction

Select a new benefit or deduction and choose Select Benefit.

Benefit or Deduction Eligible as of Jun 19, 2006

Description	Message	My Choice
Annual Giving - The Clarke Center		<input type="radio"/>
Annual Giving - Friends of the Library		<input checked="" type="radio"/>
Annual Giving - McAndrews Fund for Athletics		<input type="radio"/>
Annual Giving - Other Restricted (contact the Office of Annual Giving with designation)		<input type="radio"/>
Emeriti		<input type="radio"/>
TIAA-CREF Classic IRA		<input type="radio"/>

[Miscellaneous]

- Select the Deduction you would like to begin by clicking on the radio button to the right of the description.
- Then click the **Select Benefit** link.

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Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the values. Select Delete, if available, to remove the record.

* - indicates a required field.

Annual Giving - Friends of the Library

Deduction Effective as of:

Jun 19, 2006

Status:

Active

Effective Date of Change MM/DD/YYYY: *

07/01/2006

Note: Effective Date must be after Jun 15, 2006 the date you were last paid

Per Pay Deduction Amount 999,999.99 * 50.00

[Miscellaneous]

- Enter the start date that you would like the new deduction to begin (*Note: It must be after the date you were last paid*).
- Enter the **Per Pay Deduction Amount**.
- Click the **Submit Changes** link.

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Miscellaneous Benefit Update Confirmation

The updates you requested were successfully processed.

Update has been successful.

[\[Miscellaneous \]](#)

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[\[History \]](#) | [Update](#)]

Annual Giving - Friends of the Trout Gallery

Benefit or Deduction as of date: Jun 19, 2006
Status of Benefit or Deduction: Not Yet in Effect
Start Date: Jul 01, 2006
End Date:
Per Pay Deduction Amount: 50.00
Annual Deduction Amount:

[\[History \]](#) | [Update](#)]

- The new deduction has been added with a 7/1/06 start date.
- The **End Date** for the deduction will be updated by the Payroll Office to reflect a June 30, 2007 End Date.

Annual Giving - Unrestricted Gift

Benefit or Deduction as of date: Jun 19, 2006
Status of Benefit or Deduction: Active
Start Date: Jun 16, 2006
End Date:
Per Pay Deduction Amount: 41.67
Annual Deduction Amount:

[\[History \]](#) | [Update](#)]

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